

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **LIBRARY CLERK**

Jurisdictional Class: **Competitive**

Date Adopted: **10/2009**

Date Revised:

Jurisdictions: **Community Libraries**

Union Status:

Pay Grade:

DISTINGUISHING FEATURES OF THE CLASS: The work involves the performance of routine library clerical duties necessary for the proper organization and distribution of library materials. Work is performed under direct supervision of higher level clerks or Library Directors. May supervise pages and volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Arranges or files materials according to library filing rules;

Performs routine searches of and updates to computer records;

Issues borrowers cards according to library procedures;

Performs routine circulation, reserve and overdue functions;

Makes and checks routine arithmetic computations;

Operates office machinery such as photocopiers, fax machines or computers;

Answers the telephone and takes messages;

Calls patrons to deliver messages or information on library materials;

Types cards, lists, labels, or short entries on forms.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of office terminology, procedures and equipment as applied to library clerical work; Working knowledge of business arithmetic; Working knowledge of library filing and shelving rules; Ability to understand and follow oral and written instructions; Ability to operate an alphanumeric keyboard such as a typewriter, terminal, or personal computer accurately—skilled typing is not necessary; Tact and courtesy in dealing with staff and public.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma **AND** six (6) months of general clerical experience and customer service experience with use of a computer.

NOTE: Part-time and volunteer experience will be pro-rated based upon hours worked per week.